

Request for Records Disposition Authority	
(See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) Department of State	
2. Major Subdivision All Foreign Service Posts	
3. Minor Subdivision Public Diplomacy Records	
4. Name of Person with whom to confer Margaret E. Keapproth	5. Telephone (include area code) (202) 663-2170

Leave Blank (NARA Use Only)	
Job Number N1-84-08-1	
Date Received 10/1/07	
Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
Date 2/24/08	Archivist of the United States <i>[Signature]</i>

6. Agency Certification I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested		
Signature of Agency Representative Tasha M. Thian <i>[Signature]</i>	Title Agency Records Officer	Date (mm/dd/yyyy) 01-30-2008

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See continuation pages.		

Foreign Service Post Records Disposition Schedules Items

Public Diplomacy Records

Item 1. Public Diplomacy Program Files

Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, e-mail messages, diplomatic notes, and other material. Records provide general policy and program documentation on the public diplomacy program, including the exchange program, the public affairs program, the cultural program, and the book and magazine program. (NOTE: See other items in this section for case files relating to various aspects of the public diplomacy program).

a. All material other than telegrams, including correspondence, memorandums, notes, official informals, reports, speeches, statements, e-mail messages, diplomatic notes, etc. Recordkeeping medium is paper.

Disposition: PERMANENT. Block annually. Retire to Records Service Center (RSC) when one (1) year old for transfer to WNRC. Transfer to National Archives when 25 years old. (New item)

b. Telegrams

(1) Post to post telegrams not transmitted to the Department. Recordkeeping copy is paper.

Disposition: PERMANENT. Block annually. Retire to RSC when one (1) year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action. Recordkeeping medium is paper.

Disposition: PERMANENT. Block annually. Retire to RSC when one (1) year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(3) Copies of incoming and outgoing telegrams with the Department not annotated.

Disposition: TEMPORARY. Block annually. Destroy when one (1) year old. **DO NOT RETIRE.**

Item 2 Public Diplomacy Case Files.

Description: Case files of exchange program grantees, both US and foreign. Includes copies of applications, biographic sheets, questionnaires, security clearances, grant awards, copies of fiscal data, etc.

Disposition: TEMPORARY. Cut off when case is closed. Destroy/delete ten years after termination of the grant.

DispAuthNo: TBD

Item 3 Routine Correspondence Files.

Description: Routine correspondence such as that concerning the loan of motion picture films; statistical reports regarding any motion picture programs; press analyses and other working papers used to prepare periodic summaries press comments; reports regarding placing press materials in newspapers and periodicals; routine correspondence with subscribers to State PD publications; working papers and statistical reports relating to preparing and disseminating State PD publications.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy/delete one year after break.

DispAuthNo: TBD

Item 4 Locally Produced Publications

Description: One "official record" copy, together with rights and clearance documentation of locally produced books, pamphlets, etc. Recordkeeping medium is paper.

Disposition: PERMANENT. Retire to RSC when seven years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: TBD

Item 5 Public Affairs Exchange Files.

Description: Consists of correspondence, notes, cables, e-mail messages, speeches and other materials. Arranged by program and candidate by or for the country Public Affairs or Cultural Affairs Officer.

Disposition: TEMPORARY. Cutoff at end of calendar year. Hold in file area and retire to Records Service Center after 7 years for transfer to WNRC. Destroy/delete when 50 years old. (New item)

DispAuthNo: TBD

Item 6 Public Affairs Speaker Files.

Description: Consists of correspondence, notes, cables, e-mail messages and other material. Arranged by speaker program and maintained by or for the country Public Affairs or Cultural Affairs Officer.

Disposition: TEMPORARY. Cutoff at end of calendar year. Hold in current file area and destroy/delete when 3 years old. (New item)

DispAuthNo: TBD

Item 7 Public Affairs Cultural Event Files.

Description: Consists of correspondence, notes, cables, e-mail messages, speeches and other material. Arranged by event and maintained by or for the Cultural Affairs Officer.

Disposition: TEMPORARY. Cutoff at the conclusion of the program. Hold in current file area and destroy/delete 3 years after closure.

DispAuthNo: TBD

Item 8 Public Diplomacy Book and Magazine Files.

Description: Consists of correspondence, notes, cables, e-mail messages, copyright documentation, contracts and other material. Arranged by title and maintained by or for the Book Translation Program Officer.

Disposition: TEMPORARY. Cutoff at end of calendar year. Hold in current file area and retire to RSC when 10 years old for transfer to WNRC.
Destroy/delete when 25 years old.

DispAuthNo: TBD

Item 9 Electronic Mail and Word Processing System Copies.

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced. (New item) GRS 20, Items 13 & 14.

DispAuthNo: TBD

Description: b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. (New item)

Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed. GRS 20, Items 13 & 14.

DispAuthNo: TBD